



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-96**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Command Post Craftsman		AFSC: 1C3X1	OPEN DATE: 12 AUGUST 2014	CLOSE DATE: 11 SEPTEMBER 2014
UNIT OF ACTIVITY/DUTY LOCATION: 176 th Wing, Joint Base Elmendorf-Richardson, Alaska			GRADE REQUIREMENT: Minimum: E4 Maximum: E6	
SELECTING SUPERVISOR: MSgt Rippy	VACANCY: 0885178	PHYSICAL PROFILE: PULHES -222121		

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)

Area 2 Alaska Air National Guard members (**ANY AFSC**)

Area 3 Nationwide (Military members eligible for membership in to the AKANG) (**MUST HOLD ADVERTISED AFSC**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Manage and perform activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers
- Provide command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war
- Receive and relay C2 instructions and records; collects, processes, and submits manual and automated data products
- Disseminate time-sensitive critical information to senior leaders and support agencies
- Establish procedures for operational reports and defense readiness reporting systems
- Report international treaty compliance information
- Use communications systems and consoles to affect positive control of assigned forces and weapons systems
- Support chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities
- Ensure compliance with operations center and CP policies and procedures
- Perform C2 actions to support Homeland Security, National Defense, and Air Force operations
- Provide C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans
- Facilitate C2 in support of the Installation Emergency Management (EM) Program
- Coordinate actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations
- Receive, process, and disseminate emergency action messages via voice and record copy systems
- Encode, decode, and transmit and relay presidential decisions to execute and terminate nuclear and conventional force operations
- Relay C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces
- Coordinate and execute search and rescue activities
- Coordinate with other agencies and organizations during planning, executing, and evaluation phases of CP operations
- Initiate, receive, and take action on alert messages
- Flight-follow and manage aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support
- Monitor aircraft movement and relay information to and from aircrews. Coordinate mission delays with installation and external agencies
- Monitor status of launch and space assets
- Monitor status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary
- Ensure proper use and control of resources and classified material. Develop and evaluate CP processes. Perform self-assessments
- Ensure operational readiness and adherence to standards. Recommend actions to correct CP procedural deficiencies
- Maintain and disseminate local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources
- Ensure existing directives for executing and controlling assigned forces are understood and properly applied
- Prepare and submit operational, defense readiness, international treaty, and aerospace asset reports
- Analyze and disseminate information derived from operational and defense readiness reports
- Establish procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits
- Ensure reported data is current and accurate. Operate and monitor voice, data, and alerting systems
- Develop operating instructions directing CP and lateral agency C2 activities
- Develop, maintain, and initiate quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies
- Receive and disseminate time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems
- Coordinate actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war
- Coordinate, direct, and monitor actions to allow continuation or restoration of vital functions and operations
- Maintain operational status displays
- Maintain proficiency in C2 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS)
- Establish manpower, communications, equipment, and facility requirements
- Maintain Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintain CP personnel, information, operations, computer, emission, industrial and physical security programs
- Perform administrative actions. Compile and maintain entry authority list. Coordinate and provide input to installation support plan
- Maintain directives and daily events log.
- Perform additional duties as assigned

SPECIAL REQUIREMENTS:

Irregular Schedule & TDYs: Incumbent will be required to work shifts, holidays, weekends and extended hours

See page 3 for Initial Eligibility Criteria, Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – ADMINISTRATIVE – 55 **AND** GENERAL - 67
- SECURITY CLEARANCE – **Top Secret** (eligible to obtain)
- STENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- No record of emotional instability
- Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered IAW AF Pamphlet 48-133, *Physical Examination Techniques*
- For retention of AFSC continued demonstration of mental and emotional stability and Must maintain certification according to AFI 10-207
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment
- Customer service or dispatch experience, Voice and Datalink radio operations experience
- COMSEC/OPSEC Management experience; GIS/Mapping experience; Standard MS Office suite proficiency
- **Must be able to begin AGR orders immediately upon selection**

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume (OPTIONAL)
7. Last 3 Enlisted Performance Evaluations or Civilian Performance Reports (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Current Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **MINIMUM** blank pages.
 PDF File Name should be: (Position Announcement Number) Last name, First name, Grade
 (Example: **ANG 14-96 Doe, Jane E1**)
 Email Subject should be: (Position Announcement Number)
 (Example: **ANG 14-96**)
 Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.